

Accident/Incident Investigation Plan – Appendix B: How to Conduct an Accident Investigation

1. **Establish an investigation team:** Include employees who have been trained to conduct an effective investigation. A typical team might include:
 - An employee from the work area where the accident occurred,
 - A supervisor from a work area not involved in the accident,
 - A maintenance supervisor or an employee who understands equipment or processes associated with the accident,
 - The safety supervisor.
 - A safety committee representative.
2. **Gather information:** Record the facts about the accident. Interview witnesses and others involved. This should include the following information:
 - Date and time the accident or incident was noticed or occurred:
 - Location of accident or incident (Campus or Center, Building, Room/Area)
 - Witness(es) to the accident or incident (Name, Location, Phone #)
3. **Analyze the facts:** Identify the accident's causes and contributing factors. Determine how the accident could have been prevented. Describe the accident or incident by including the What, Where, When, Why, Who, How, Injuries, People, or Property at risk?
4. **Report the findings:** Prepare a written report that describes who was involved, where the accident occurred, when it happened, and what caused it. Recommend, specifically, how to prevent the accident from happening again.
5. **Act on the recommendations:** Have management review the report and determine what will be done to prevent the accident. Include suggestions to prevent the accident or correct the hazard.
6. **Follow up:** Ensures that appropriate corrective action was taken to prevent the accident. Identify who is responsible for each corrective action and the anticipated timeline to implement the change. Establish a time for a follow-up meeting for a status update on the corrective action.